

DEPARTMENT OF CHILDREN AND FAMILIES

CONSOLIDATED FINANCIAL REPORT

INSTRUCTIONS

To be completed for each Program/Service funded by DCF and currently on the Consolidated Budget format. This would exclude Therapeutic Foster Care, Medically Complex, Shelter Services, and Residential Treatment Programs.

GENERAL NOTES

1. The consolidated financial report reports on the expenditures and sources of income that were identified in the approved consolidated budget.
2. All income and expenses are within an annual budget period unless otherwise identified and approved by the Department.
3. Data should be entered into the yellow and gray fields; white fields are totals and will automatically fill.

PROGRAM IDENTIFICATION PAGE

- 1. This page should be completed first because it will automatically carry the program name and location fields to the consecutive pages.***

DIRECT SERVICES STAFF, ADMINISTRATIVE STAFF, AND ITEMIZED EXPENSE PAGES

1. The budgeted amount fields (yellow) and the actual expense fields (gray) need to be completed for each program. The budget columns should be the same as the amounts found in the current approved consolidated budget for that program.
2. The hours field should reflect the actual number of hours worked not the number of hours budgeted.

INCOME AND EXPENSE SUMMARY PAGE

1. All of the totals from the previous pages will have carried forward to the Expense Account Summary.
2. The Income Sources that were budgeted and the actual amounts received should be entered. The DCF Funding Percentage will then be calculated and if this the annual financial report, the unspent funds due to DCF will be shown in the boxes at the bottom of the page.